



# CITY OF HOUSTON

## Job Posting

AP

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**Applications accepted from:**

ALL PERSONS INTERESTED

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**Job Classification**

ASSISTANT P.W. OPERATIONS MANAGER

3

**Posting Number**

PN# 111603

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**Department**

Department of Public Works & Engineering

5

**Division**

Public Utilities Division

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**Section**

Water Production Division

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**Reporting Location**

611 Walker\*

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**Workdays & Hours**

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

9 **DESCRIPTION OF DUTIES AND ESSENTIAL FUNCTIONS**

Assists in directing and managing public works operations, related activities and personnel in the Water Production Division. Assists in enacting policy; develop, maintains and interprets policies and procedures. Plans, organizes, schedules, directs and reviews various operations, facilities and personnel to ensure implementation and completion. Coordinates work of sections and works cooperatively with other divisions, outside agencies, committees and civic associations. Reviews and critiques methods and procedures regularly to maintain and improve efficient area operations; evaluates individual and group performance and makes or recommends needed improvements. Maintains current knowledge of technological and legislative changes that affect specific activities and initiates actions made necessary by such changes.

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires the ability and knowledge for analysis and interpretation of procedures, policies and practices attainable through specific education and/or training programs in a specialty or technical field. Requires advanced vocational or electronic skills or a basic knowledge of a professional field. An Associate's degree or certification/licensing in a technical specialty program of over 18 months and up to (3) years duration are characteristic of this level.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of experience closely related to the activities of the Water Production Division are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston' policy on driving (AP 2-2).

14 **PREFERENCES**   None

15 **SELECTION/SKILLS TESTS REQUIRED**   None

16 **SAFETY IMPACT POSITION**                   ☒ Yes   ☐ No

This position is subject to random drug testing and if a promotional position; candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 26**

\$1,973- \$2,337 Biweekly

\$51,298-60,762 Annually

18 **OPENING DATE**                   **June 28, 2006**

19 **CLOSING DATE**                   **Open Until Filled**

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>ST</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquires, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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